



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA
U.S. Probation Office

Vacancy Announcement No: 06-05

Position: Chief Probation Officer

Location: Raleigh, North Carolina

Salary Range: JSP 15-17 (\$105,755 - \$142,445)*

* Depending upon experience and qualifications

Date of Posting: July 18, 2006

Closing Date: Open until filled

Position Overview: This position is located in the United States Probation Office for the Eastern District of North Carolina. The Chief Probation Officer is a high level manager who operates under the direction of the Chief Judge and the Court, which is comprised of three district judges, three senior judges and four magistrate judges, who are located among five court locations: Raleigh, New Bern, Greenville, Wilmington and Elizabeth City. The Chief US Probation Officer manages the statutory duties of the position and oversees the administrative activities of the US Probation Office which has a staff of 83 employees. Travel is required.

Representative Duties: The Chief Probation Officer performs duties and responsibilities which include, but are not limited to, the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high- quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
- Solicits contracts for carrying out the probation functions including mental health & substance abuse treatments.

Education/ Qualifications: Candidates must have a bachelor's degree from an accredited college or university. To qualify for the JSP Grade 15, seven years of specialized experience is required; to qualify at the JSP Grade 16, eight years of specialized experience is required; to qualify at the JSP grade 17, nine years of specialized experience is required. One of the years of specialized experience must be at the next lower grade or equivalent. Specialized experience is defined as: progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs and must be earned after the bachelor's degree has been granted. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience. Our ideal candidate should be highly organized, a proven leader and motivator. Strong interpersonal and communication skills are required.

Benefits: Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days per year after three years; and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits Program, Long Term Care Insurance, Long Term Disability

Conditions of Employment: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Candidates will be subject to credit and criminal history checks. Final candidate must undergo a full OPM background investigation. Prior to appointment, the selectee will undergo a medical examination and drug screening. Additionally the incumbent will be subject to random drug screening and updated background investigations every five years. Applicants must be U.S. citizens or eligible to work in the United States and must also meet age and physical standards established under the Federal Employees Retirement System and its provisions for law enforcement personnel. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit.

Application Information: Interested applicants must complete the official AO78 application form and submit same along with six (6) copies. The AO78 is available at <http://www.nced.uscourts.gov/employment.html>. In addition, the application package must include a cover letter, a detailed resume including salary history, references, and a narrative statement addressing their management philosophy. Travel and relocation expenses will not be reimbursed.

Application packages should be marked "Confidential" and mailed to :

**U.S. District Court
Attn: Human Resources Department
310 New Bern Avenue, Room 434
Raleigh, North Carolina 27601**

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice.

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